

Guidance for Missouri Quality Prekindergarten Local Education Agency (MOQPK-LEA) and Preschool Start-up Grants

2023-24 School Year

Revised August 3, 2023

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REVISION HISTORY		
Date of Change	Section – Change	Page Number
June 28, 2023	All (Preliminary Guidance)	All
August 3, 2023	Eligible LEAs – clarified requirements for paraprofessionals;	Page 4
	Eligible Students – clarified FRL slots in the classroom;	Page 5
	Application Process – clarified how to handle late or duplicate applications submitted by LEAs	Page 6

INTRODUCTION

The Missouri Department of Elementary and Secondary Education (Department) is providing preliminary guidance related to funding for new Missouri Quality Prekindergarten (MOQPK) Grants appropriated in House Bill (HB) 20 for Fiscal Year 2024 available to Local Education Agencies (LEAs).

Businesses in Missouri consistently rank the lack of early care and education options as a barrier for recruiting and retaining employees. The MOQPK-LEA Grant program is designed to expand the funding for prekindergarten (Pre-K) instruction provided in the state foundation formula, and increase access for low-income families.

Per the appropriation bill language, state revenue funds are available for Pre-K education programs to serve students, or contract to serve students, in the year prior to kindergarten eligibility (be age 4 as of July 31, 2023) in a program consistent with [Section 161.213, RSMo.](#), with reimbursements not to exceed the product of the state adequacy target (\$6,375) and the dollar value modifier per each average daily attendance as defined in [Section 163.011, RSMo.](#), with priority given to students at or below 185 percent of the federal poverty level (i.e., free and reduced lunch eligible).

In addition to the MOQPK-LEA Grant funding, the Office of Childhood is offering Preschool Start-Up Grant funding to LEAs as an extension to this funding opportunity through federal relief funds to support implementation of a new Pre-K program or new classrooms. See Appendix A for more information about the Preschool Start-up Grant.

ELIGIBLE LEAS

All LEAs are eligible to apply for the MOQPK-LEA Grant opportunity. LEAs must meet the following criteria to be considered eligible to participate in the MOQPK-LEA Grant program:

- Serve free and reduced lunch (FRL) eligible Pre-K students (age 4); and
- Meet standards of high-quality early childhood education as outlined in [Section 161.213, RSMo.](#), including:
 - The lead teacher in each Pre-K classroom must hold a bachelor's degree and teaching certificate in early childhood education or early childhood special education.
 - The teaching assistant or paraprofessional must hold an associate's degree in early childhood or child development or sixty (60) college hours with a minimum of nine (9) college credit hours in early childhood, child development or child/family related courses and experience working in a program with young children and their families for any classroom with more than ten (10) children; or have a DESE paraprofessional certificate.
 - The classroom has a teacher-to-child ratio of one (1) to ten (10) with a maximum class size of twenty (20) children.
 - The program must use a [DESE-approved curriculum](#).
 - The program must participate in the Quality Assurance Report (QAR) program and demonstrate quality within two (2) years of award.
 - The contracted program must ensure all staff undergo background checks as described in [Section 168.133, RSMo.](#)
 - The program must conduct annual developmental screenings (e.g., DIAL, ASQ) for all enrolled students.
 - The program must conduct assessments (e.g., P-KOF) aligned with the Missouri Early Learning Standards.

The DESE Office of Childhood will automatically enroll MOQPK-LEA funded classrooms in the [QAR program](#) to support the LEA in achieving quality within two (2) years of award.

ELIGIBLE STUDENTS

Students must meet the following criteria to be considered eligible to participate in the MOQPK-LEA Grant program:

- Be age four as of July 31, 2023 with exceptions as allowed per statute for the St. Louis and Kansas City school districts.
- Be a resident of the LEA.
- Be FRL eligible through direct certification or FRL income form verification, with the following minimum requirements:
 - For LEAs with a prior year ADA of 350 or less, FRL eligible Pre-K students must make up at least 40 percent of the slots requested in the application in order for all requested slots to be eligible for MOQPK-LEA Grant funding.
 - For LEAs with a prior year ADA greater than 350, FRL eligible Pre-K students must make up at least 80 percent of the slots requested in the application in order for all requested slots to be eligible for MOQPK-LEA Grant funding.
- Be coded as MOQPK-LEA Grant eligible in MOSIS Student Core files.
- Cannot be claimed for State Aid in the Foundation Formula. For more information see [Pre-K Eligibility for State Aid](#).

*LEAs cannot include any slots that are funded by other state and federal funds in the application for MOQPK-LEA Grant.

GRANT FUNDING AMOUNT

Funding for the MOQPK-LEA Grant is based on the number of slots requested, the state adequacy target amount (SAT) of \$6,375, Dollar Value Modify (DVM), an assumed average daily attendance rate of 94 percent, and the classroom status (full-day versus half-day) as shown in the formula below.

Example:

District	Number of Requested Slots	X	State Adequacy Target	X	Statewide Average Daily Attendance	X	DVM	X	Classroom Status 1 or .5	=	Grant Funding Amount	X	Proration Percentage Due to Start Date	=	Grant Funding Amount
A	10 Slots	X	\$6,375 SAT	X	94% ADA		1.025		1 (Full-Day)	=	\$61,423	X	100%	=	\$61,423
B	20 Slots	X	\$6,375 SAT	X	94% ADA		1.03		.5 (Half-Day)	=	\$61,723	X	75%	=	\$46,292

DESE may prorate grant awards based on the available funding compared to the amount requested.

ALLOWABLE USE OF FUNDS

MOQPK-LEA Grant funds may be used for any expense that supports the program, such as salaries, benefits, supplies, purchased services, contracted costs, equipment, furniture, instructional materials, rent, etc., as long as all eligibility and program criteria for MOQPK-LEA, as described herein, are met.

TRANSPORTATION

No state transportation aid is available for Pre-K students. While transportation of Pre-K students is not mandated, a LEA may choose to provide transport Pre-K students, in accordance with the following:

- Any miles traveled for Pre-K student must be reported on the Application for State Transportation Aid as ineligible, disapproved route miles. See the [Transportation Document Preparation Manual](#) for more information.
- [Section 307.179, RSMo.](#) requires any student under the age of 4 to be transported in a child safety restraint system.
- There is no mandate for an aide to be on the bus with Pre-K students.

APPLICATION PROCESS

There are two applications for MOQPK-LEA Grant funds. The application that the LEA completes is determined by the status of the Pre-K program.

- If the LEA has an existing Pre-K program, or contracting with a private entity or another LEA for Pre-K services, then the LEA must complete the application for MOQPK-LEA Grant (Existing Classrooms) to request funds to help pay for these slots. See Appendix B for a sample application.
- If the LEA is starting a new Pre-K program, or adding new classrooms, then the LEA must complete the application for MOQPK-LEA Grant (New Classrooms) to request funds to help pay for these slots and start-up costs. See Appendix A for more information on start-up funds and Appendix C for a sample application.
- LEAs who have a combination of existing Pre-K classrooms and adding new Pre-K classrooms are eligible to apply for both grants.

MOQPK-LEA applications must be submitted to the Office of Childhood by August 11, 2023. No late or incomplete applications will be considered. If a duplicate application is submitted, DESE will consider the most recent application submitted by the LEA when awarding MOQPK-LEA Grants.

AWARD AND FUNDING STRUCTURE

Many LEAs receive funding for FRL qualified students through the foundation formula; therefore, this grant will prioritize LEAs who do not receive the full benefit of foundation formula funding for eligible students. FRL eligible students can be funded through the foundation formula or the MOQPK-LEA Grant program, but cannot be funded by both. For example, some LEAs may have students funded by the grant (i.e., 4-year-olds) and through the foundation formula (i.e., 3-year-olds).

The amount of funding LEAs may apply for depends on when the Pre-K program will be operational. Grant funding will be prorated for programs that are not operating the entire year, as follows:

- September 15, 2023 will be funded at 100 percent.
- November 15, 2023 will be funded at 75 percent.
- January 15, 2024 will be funded at 50 percent.

Applications will be prioritized into categories for funding determinations as follows:

1. LEAs exceeding the limit of 4 percent of their K-12 FRL student count for formula funding of Pre-K students.
2. LEAs held harmless under the small schools provision in the foundation formula.
3. LEAs held harmless in the foundation formula at an amount less than the current SAT (not small school).
4. LEAs not in the categories above who are starting a new Pre-K program or adding new Pre-K classrooms.
5. LEAs not in the categories above who are operating a full-day program (6 or more hours).

For LEA-specific information on categories one through three, see the [FY2023 Basic Formula Payment Information](#).

Applications will be grouped into the categories listed above. Funding will be prioritized starting with the first category, then extended to the subsequent category, and so forth. The last category to be funded will be prorated, as needed, based on remaining available funds. Applications from LEAs in categories four and five may be excluded if the LEA would receive equivalent funding through the regular foundation formula.

MOQPK-LEA Grant program awards will be made by September 1, 2023. LEAs will be notified via email of the award and amount. All awards will be posted on the MOQPK-LEA Grant [website](#).

REPORTING REQUIREMENTS

Reporting requirements for LEAs also apply to awarded MOQPK-LEA Grant funds, as follows:

- **Course Codes** – LEAs must report state course code 990053 for MOQPK-LEA programs in the MOSIS October Cycle Course Assignment file.
- **Delivery System** – LEAs must report a course delivery system of FD for full day MOQPK-LEA programs and HD for half day MOQPK-LEA programs in the MOSIS October Cycle Course Assignment file.
- **Educator Data** – LEAs must report educator data in all MOSIS files, such as Educator Core, Ed School, and Course Assignment. This requirement is for staff at the LEA or contracted with the LEA (e.g., private entity or other LEA) for the Pre-K program. This data must be submitted by the required due date in order for LEAs to receive payment for grant funds, as the educator certification information will be compared to the number of classrooms funded.
- **FRL MOSIS Indicator** – LEAs must indicate all students that are eligible for FRL in the MOSIS Student Core file submissions. The file must be submitted by the required due dates in order for LEAs to receive payment of grant funds, as the number of slots awarded will be compared to the number of students reported as FRL in the MOSIS Student Core file submissions.
- **MOQPK Grant MOSIS Indicator** – LEAs must indicate all students that are eligible for the MOQPK-LEA Grant (based on the number of awarded slots) in the October, February, and June MOSIS Student Core file submissions. October, February, and June Student Core files must be submitted by the required due date in order for LEAs to receive payment of grant funds, as the number of slots awarded will be compared to the number of students reported in the MOSIS Student Core file submissions.
- **Position Codes** – LEAs must report MOQPK-LEA teachers with position code 60, and teacher assistants/aides with position code 80 along with course number 990053 in the MOSIS October Cycle Course Assignment file.
- **Pre-K Attendance** – Although the MOQPK-LEA Grant is not paid based on actual attendance, LEAs must still submit attendance hours in the MOSIS June Cycle Enrollment and Attendance file submission for all students eligible for the MOQPK-LEA Grant, as the information will be utilized to support requests for future funding to the General Assembly.
- **Program Codes for Contracted Services** – LEAs contracting for Pre-K must report a program code in the MOSIS October Course Assignment file. If contracting with a private entity, use program code 53. If contracting with another LEA, use program code 54. No program code is needed if the MOQPK-LEA program is operated by the LEA.

The MOSIS business rules related to MOQPK-LEA Grant reporting requirements are as follows:

MOSIS Edit ID	Severity	MOSIS Business Rule	MOSIS General Message
STC06850	E	If MOQPK-LEA is Y, reportingdistrictcode must be in DESE_APPROVED_MOQPK-LEA_DISTRICT matching on year and cnty_dist_code.	Reporting District Code must be an approved MOQPK-LEA District.
STC06855	E	If MOQPK-LEA is Y, StudentGradeLevel must be PK, PKA, or PKP.	Student Grade Level must be PK, PKA, or PKP if MOQPK-LEA is Yes.
STC06860	E	MOQPK-LEA is required if StudentGradeLevel is PK, PKA or PKP and reportingdistrictcode is in DESE_APPROVED_MOQPK-LEA_DISTRICT matching on year and cnty_dist_code.	MOQPK-LEA is required for PK, PKA or PKP students.
STC06865	E	Must be in code set: (Yes_No).	MOQPK-LEA must be Y or N.
STC06870	E	MOQPK-LEA cannot be Y if PKEligStateAid is Y.	MOQPK-LEA cannot be Y if PK Eligible State Aid is Y.
STC06875	W	If MOQPK-LEA equals Y, then LunchStatus must be F or R.	MOQPK-LEA cannot be Y if Lunch Status is not F or R.
STC06880	W	If MOQPK-LEA equals Y, calcluated age must be 4, or 5, as of July 31 of the currentschoolyear.	Student calculated age must be 4, or 5 as of July 31 of the current school year when MOQPK-LEA is Y.
CRS03025	E	If courseprogramcode equals 53 or 54, then statecoursecode must equal 990053.	Course Program Code of 53 or 54 can only be reported when state course code 990053 is reported.
CRS03035	E	If statecoursecode equals 990053 then coursedeliverysystem must be FD or HD.	State Course Code of 990053 requires a course delivery system to be reported of FD or HD.

TIMELINE

Important dates and deadlines for the MOQPK-LEA Grant are provided in the following table:

Item	Timeline
Application Posted	July 5, 2023
Administrator's Conference Session	July 31, 2023
Application Due Date	August 11, 2023
Award Date	September 1, 2023
MOSIS October Student Core File Submission	October 15, 2023
MOSIS October Educator Core and Educator School File Submission	October 15, 2023
MOSIS October Course Assignment File Submission	October 15, 2023
MOQPK-LEA Grant Payment (50 percent)	By December 31, 2023
MOSIS February Student Core File Submission	February 15, 2024
Final MOQPK-LEA Grant Payment (50 percent)	By April 30, 2024
MOSIS June Enrollment and Attendance File Submission	June 30, 2024

PAYMENT AND REVENUE CODES

MOQPK-LEA Grant funding will be made in two payments, December 2023 and April 2024. The MOQPK-LEA Grant will be paid automatically on a semi-annual basis through the School Monthly Payment Transmittal if all data reporting verification is met, as described in the Required Reporting section.

The coding of MOQPK-LEA Grant funds should align with those provided in the [Missouri Financial Accounting Manual](#). The revenue code detail is shown in the following table:

Grant	Revenue Code	Placement
MOQPK-LEA Grant amounts received from the Department of Elementary and Secondary Education for Pre-K funding through the grant application process.	5338	Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

The expenditure project and source codes are shown in the following table:

Project Codes	Project Code	Source Code
MOQPK-LEA Grant	33800	3

LEAs do not need to submit an invoice in order to receive payment. The MOQPK-LEA Grant payment schedule is as follows:

- The first payment will be 50 percent of the award amount and paid in December 2023.
- The final payment will be the remaining 50 percent of the award amount and paid in April 2024, as long as there are no adjustments needed. Adjustments may include:
 - Reduction of payment due to unfilled slots.
 - Reduction of payment due to improperly certificated staff.
 - Reduction of payment due to actual MOSIS data reported.

No Final Expenditure Report (FER) will be completed for MOQPK-LEA Grant programs.

LEAs are required to keep documentation of expenditures (e.g., payroll records, receipts, purchase orders, contracts, etc.) for monitoring purposes to support any payments received in accordance with record retention policies.

ADDITIONAL RESOURCES

Programming

[Missouri Early Learning Standards](#)
[Preschool Start-up Considerations](#)
[Quality Assurance Report \(QAR\)](#)
[Preschool Program Guidance](#)
[Approved Early Childhood Curriculum](#)

Finance

[Missouri Financial Accounting Manual](#)
[Pre-K Eligibility for State Aid](#)
[FY2023 Basic Formula Payment Information](#)

Data

[Core Data and MOSIS Reference Manual](#)
[MOSIS File Layout](#)

Transportation

[Guidelines for the Safe Transportation of Pre-School Age Children on School Buses](#)
[Child Passenger Restraint Systems on School Buses National Training Manual](#)
[Child Safety Restraint Systems on School Buses \(You Tube Video\)](#)
[DESE Transportation Document Preparation Manual](#)
[DESE Administrator's Handbook](#)

GENERAL CONTACT INFORMATION

For Payment Questions:

Office of Childhood Finance

childhoodinvoices@dese.mo.gov

573-522-5595

For Programming Questions:

Office of Childhood Quality Programs – Preschool

Preschool@dese.mo.gov

573-751-6793

For MOSIS Reporting:

Office of Data Systems Management

Coredata-mosis@dese.mo.gov

573-522-3207

For Attendance/Calendar/State Aid Claiming Questions:

School Finance

finadmgo@dese.mo.gov

573-751-0357

APPENDIX A

PRESCHOOL START-UP GRANT INFORMATION

Eligibility for Funds

If LEAs will incur start-up costs for their new MOQPK-LEA Grant program, or adding new classrooms, then LEAs may also apply for a Preschool Start-up Grant as part of the MOQPK-LEA Grant, as long as the LEA was not previously awarded a Preschool Start-Up Grant for the same classroom.

The LEA must be adding a new program or adding new classrooms to their onsite programs no later than January 15, 2024 in order to receive start-up funds.

Preschool Start-up Grant funds cannot be awarded to an LEA that is contracting with a private entity or another LEA for the same preschool program or classroom requested for this grant.

Funding Amount

Preschool Start-Up Grant award amounts are allocated based on the number of new classrooms in the LEA and the number of children served, as shown in the table below.

Number of Slots	Award per Classroom
Up to 10 slots	\$25,000
11-20 slots	\$50,000

Allowable Funds

Preschool Start-Up Grant funds can be used for any assumed expenses for the start-up of a new preschool program or expanding an existing program by adding more classrooms, such as salaries/benefits, supplies, equipment, furniture, instructional materials, minor remodeling, etc. Major renovations, construction, or purchase of land or buildings are not allowed with this funding.

Application Criteria and Timeline

To apply for funds to help pay for new slots and start-up costs, LEAs must complete the MOQPK-LEA Grant (New Classrooms) and submit it to the Office of Childhood by August 11, 2023. See Appendix C for a sample application.

Important dates and deadlines for the MOQPK-LEA Grant (New Classrooms) are provided in the following table:

Item	Timeline
Application Posted	July 5, 2023
Administrator's Conference Session	July 31, 2023
Application Due Date	August 11, 2023
Award Date	September 1, 2023
Full Preschool Start-up Grant Payment	By September 30, 2023

Required Reporting

The revenue code detail for the Preschool Start-up Grant is listed in the following table:

Grant	Revenue Code	Placement
CRRSA Child Care Preschool Start-Up Grant Child Care Amounts (non-ESSER) received through the federal Administration for Children and Families funded from the Consolidated Appropriations Act COVID-19 relief package. Child Care preschool start up grants fall under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Public Law 116-260.	5421	Placed in the General (Incidental) or Special Revenue (Teachers) Fund at the discretion of the local board except that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

The expenditure project and source codes are shown in the following table:

Project Code	Project Code	Source Code
CRRSA Child Care Preschool Start-Up Grant	42100	4

Information related to the identification of awards for the Preschool Start-Up Grant is listed in the following table:

Federal Award Identification Number (FAIN)	2101MOCCC5
CFDA#	93.575
Federal Awarding Agency	Department of Health and Human Services (DHHS), Administration for Children and Families (ACF)
Federal Award Date:	12/27/2020-9/30/2023
Period of Performance:	12/27/2020-9/30/2023
Project Description:	Child Care and Development Block Grant
Pass-Through Entity:	MO Department of Elementary and Secondary Education
Research and Development:	No

The LEA does not need to submit an invoice in order to receive payment. Once approved, the Preschool Start-Up Grant will be paid as a one-time upfront payment through the School Monthly Payment Transmittal.

LEAs are required to keep documentation of expenditures (e.g., payroll records, receipts, purchase orders, contracts, etc.) for monitoring purposes to support any payments received in accordance with record retention policies.

APPENDIX B
SAMPLE APPLICATION FOR MOQPK-LEA GRANT (EXISTING CLASSROOMS)

LEAs must use this on-line application to apply for MOQPK-LEA Grant when the LEA is requesting to fund slots in an existing program (e.g. existing slots or new slots in an existing classroom).

1. Select your Local Education Agency (LEA)
2. I have selected my LEA from one of the drop-downs above.
 - ☐ Yes
 - ☐ No

3. Primary Contact

Name _____
Role _____
Email _____
Phone _____

4. Location. This is where the MOQPK-LEA Grant funded program will be operated. Check one.
 - ☐ Onsite (classrooms operated by LEA only)
 - ☐ Contracted (classrooms operated by another LEA or private entity, and must follow regulations 5 CSR 25-100.320(2))
 - ☐ Combination (classrooms operated by LEA and operated by another LEA or contracted private entity)
5. Number of Slots
 - ☐ Total number of slots requested for payment (the sum of the FRL and non-FRL slots): _____
 - Number of Free and Reduced Lunch (FRL) slots: _____
 - Number of non-FRL slots: _____
6. Programming Operated by LEA. This is based on the type of existing Pre-K program.
 - ☐ Total number of classrooms operated by LEA (the sum of full day and half day classrooms): _____
 - Number of Full Day classrooms: _____
 - Number of Half Day classrooms: _____
7. Programming Contracted by LEA. This is based on the type of existing Pre-K program.
 - ☐ Total number of classrooms operated by another LEA or contracted private entity (the sum of full day and half day classrooms): _____
 - Number of Full Day classrooms: _____
 - Number of Half Day classrooms: _____
8. Start Date. This is the date that the existing programs will be operating. Check one.
 - ☐ September 15, 2023
 - ☐ November 15, 2023
 - ☐ January 15, 2024

Submit

APPENDIX C
SAMPLE APPLICATION FOR MOQPK-LEA GRANT (NEW CLASSROOMS)

LEAs must use this on-line application to apply for MOQPK-LEA Grant when the LEA is requesting to fund slots in a new preschool program or adding new preschool classrooms, and the LEA will incur costs associated with the new preschool classrooms.

1. Select your Local Education Agency (LEA)
2. I have selected my LEA from one of the drop-downs above.
 - ☐ Yes
 - ☐ No

3. Primary Contact

Name _____
Role _____
Email _____
Phone _____

4. Location

MOQPK-LEA Grant funded programs can be operated onsite, contracted, or a combination of both. Please note: start-up grant funds are not applicable to contracted programs.

This is where the MOQPK-LEA Grant funded program will be operated. Check one.

- ☐ Onsite (classrooms operated by LEA only)
- ☐ Contracted (classrooms operated by another LEA or private entity, and must follow regulations 5 CSR 25-100.320(2))
- ☐ Combination (classrooms operated by LEA and classrooms operated by another LEA or contracted private entity)

5. Number of Slots

- ☐ Total number of slots requested for payment (the sum of the RFL and non-FRL slots): _____
 - Number of Free and Reduced Lunch (FRL) slots: _____
 - Number of non-FRL slots: _____

6. Programming Operated by LEA. This is based on the type of the new program or new classrooms being added.

- ☐ Total number of classrooms operated by LEA (the sum of full day and half day classrooms): _____
 - Number of Full Day classrooms: _____
 - Number of Half Day classrooms: _____

7. Programming Contracted by LEA. This is based on the type of the new program or new classrooms being added.

- ☐ Total number of classrooms operated by another LEA or contracted private entity (the sum of full day and half day classrooms): _____
 - Number of Full Day classrooms: _____
 - Number of Half Day classrooms: _____

8. Start Date. This is the date that the new preschool program or all of the new classroom(s) will be operating. Check one.
- ☐ September 15, 2023
 - ☐ November 15, 2023
 - ☐ January 15, 2024

Start-up Funds

Start-up funds may be used for any expense that supports the start-up of the preschool program, such as salaries, benefits, supplies, equipment, furniture, instructional materials, and minor remodeling, as long as all other eligibility and program criteria for MOQPK-LEA are met.

Major renovations, construction, or purchase of land or buildings are not allowed under the Preschool Start-up Grant funding.

9. Total number of new classrooms the LEA will be operating in their MOQPK-LEA program:
- ____ LEA classrooms serving up to 10 children - \$25,000 per room
- ____ LEA classrooms serving up to 11-20 children - \$50,000 per room
10. Select from the following list what the start-up funds will be used for (select all that apply)
- ☐ Child-sized furniture and equipment (e.g., child-sized tables, chairs, cubbies, etc.)
 - ☐ Materials and instructional supplies
 - ☐ Sleeping equipment (e.g., cots, cribs, bedding materials)
 - ☐ Outdoor equipment and fencing (e.g., playground equipment, resilient surfacing)
 - ☐ Minor renovations or remodeling needed to provide age appropriate care (e.g., install child-sized restroom facilities)
 - ☐ Staff salaries/benefits

Submit